# WinSALTS/32

**The 32-bit version of the WinSALTS Program**

## WinSALTS/32 Operator's Manual

### Volume 6 -  CTPL FUNCTIONS

**SALTS CENTRAL**

Naval Inventory Control Point
Code P-04E (SALTS)
700 Robbins Avenue
Philadelphia, PA  19111
215.697.1112
DSN 442.1112
Email: help@salts.navy.mil

**SALTS Detachment Offices**

**Norfolk**
757.836.3091
DSN 836.3091
Email: norfolk@salts.navy.mil

**San Diego**
215.697.1112
DSN 442-1112
Email: help@salts.navy.mil

**Pearl Harbor**
808.473.7526
DSN 473.7526
Email: pearl@salts.navy.mil

## AUGUST 6, 2001

## TECHNICAL PUBLICATIONS DEFICIENCY REPORTS

Technical Publications Deficiency Reports, or TPDRs, provide a simplified procedure for reporting technical publication safety hazards and routine deficiencies found in Naval Air Systems Command's, or COMNAVAIRSYSCOM, technical publications.  These technical publications include:

a.) Maintenance Requirement Cards (MRCs)
b.) Work Unit Code (WUC) manuals
c.) Maintenance Instruction Manuals (MIMs)
d.) Illustrated Parts Breakdowns (IPBs)
e.) Technical Directives
f.) Technical Manuals
g.) Checklists
h.) Shop process cards
i.) Weapons or stores loading manuals
j.) Conventional or nuclear weapon checklists
k.) Stores reliability cards

**Note: TPDRs are not used for reporting deficiencies in notices or instructions.**

*Category I*

A Category I, or CAT I, TPDR message is required when a technical publication deficiency is detected which, if not corrected, could result in death or injury or damage to or loss of aircraft, equipment, or facilities.  A CAT I TPDR priority message should be submitted within 24 hours of the deficiencies' discovery using standard naval message procedures and format.

*Category II*

A Category II, or CAT II, TPDR is used to report technical errors, incorrect measurement values, incorrect use of support equipment, wrong sequence of adjustments, part number errors or omissions, and microfilm deficiencies.  COMNAVAIRSYSCOM has developed a computer-based, electronic method for creating and transmitting CAT II TPDRs.  As much as possible, CAT II TPDRs should be created using the Technical Publications Library Program (TPLP) and transmitted via the Standard Automated Logistics Tool Set (SALTS) program, also referred to as WinSALTS/32.

Electronic transmission of CAT II TPDRs significantly reduces submission and response times.  Other benefits include automatic acknowledgment of receipt within 48 hours, status reporting capability, validity/incorporation notification, and specific Cognizant Field Activity (CFA) and Lead Maintenance Technology Center (LMTC) point-of-contact information.

**Areas of Responsibility**

Naval Air Technical Services Facility, or NAVAIRTECHSERVFAC, in Philadelphia, PA is the central manager for all COMNAVAIRSYSCOM technical publications.  NAVAIRTECHSERVFAC shall:

a.) Maintain records of all technical manual deficiencies.
b.) Acknowledge receipt of each TPDR and assign CFA/LMTC action as required.
c.) Coordinate action with CFAs, LMTCs and contractors to ensure correction of technical publications.
d.) Monitor TPDRs to ensure corrective action is completed.
e.) Provide TPDR status as requested.

The Cognizant Field Activities (CFAs) and Lead Maintenance Technology Centers (LMTCs) shall:

a.) Follow-up on each TPDR to ensure corrective action is accomplished.
b.) Provide TPDR status as required to the Aircraft Controlling Custodian (ACC) and Type Commander.
c.) Coordinate with NAVAIRTECHSERVFAC and take action to ensure the deficiencies are resolved.

**CREATING THE CAT II TPDR IN THE TECHNICAL PUBLICATIONS LIBRARY PROGRAM**

The following is the procedure to create a CAT II TPDR in the Technical Publications Library Program (TPLP):

a.)   Start the TPLP and go to the Main Menu.

b.)   Select 1 - VIEW/EDIT.

c.)   At the bottom of the screen, select FIND.  Enter the Manual Number.  Using the TAB key, move over to Copy Number.  Type in the required numbers.  <u>There must be 3 numbers</u>.  Then press the ENTER key.

d.)   At the bottom of the screen, select TPDR.

e.)   Select 1 - ADD NEW TPDRS AGAINST THIS MANUAL.

f.)   Enter data in all the required blocks.

> **Note:  It is very important to enter your 3-digit SALTS Activity Code in the SALTS ADDRESS block. If this code is not entered, a response will not be sent back via SALTS.**
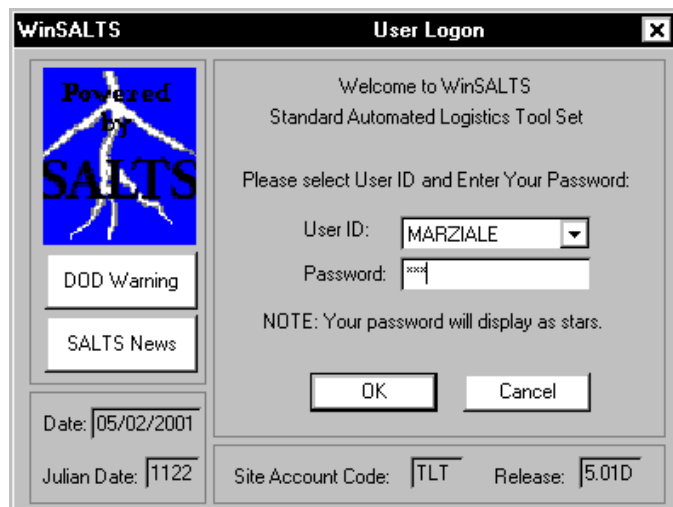
g.)   Once all data fields have been completed, press CTRL-W to enter the deficiency/discrepancy.

h.)   Press CTRL-W to enter Recommendation Correction.

i.)   Press CTRL-W to enter Impact of Deficiency/Discrepancy.

j.)   Press CTRL-W to save the TPDR.  The TPDR is now ready to be downloaded to diskette.

k.)   Insert a diskette into Drive A of your computer.  From your TPLP menu, select 5 – SEND PREPARED TPDRS TO DISKETTE.

l.)   The next screen lists all new TPDRs waiting to be transmitted.  Press CTRL-W to send them to the diskette in the floppy drive, and print a copy for the NAMDP program logbook.  The TPDR is now a file on diskette, and is ready to be sent via WinSALTS/32.

**PREPARING THE CAT II TPDR FILE FOR TRANSMISSION IN WINSALTS/32**

After all CAT II TPDR files have been downloaded from the Technical Publications Library Program to a diskette, they can be prepared for transmission on WinSALTS/32.
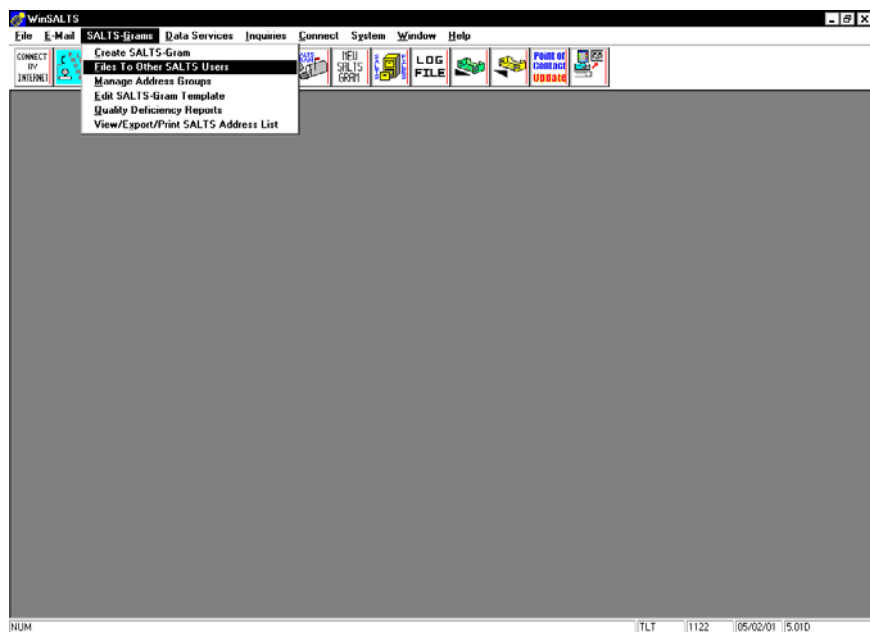
Start the WinSALTS/32 program.
Enter the program using your SALTS User ID and Password.



Select SALTS-Grams
Select Files to Other SALTS Users

Insert the TPDR diskette into Drive A and select Drive A on the WinSALTS/32 menu.
Highlight the desired TPDR file from Files box (upper portion of screen).
Click the Add button.  The TPDR file name should now appear in the Files Selected box (lower portion of screen).
Click the Address button.

**Note: The file name "tpdrfile.txt" is used here only for this example.  The name of your TPDR file will likely be different.**
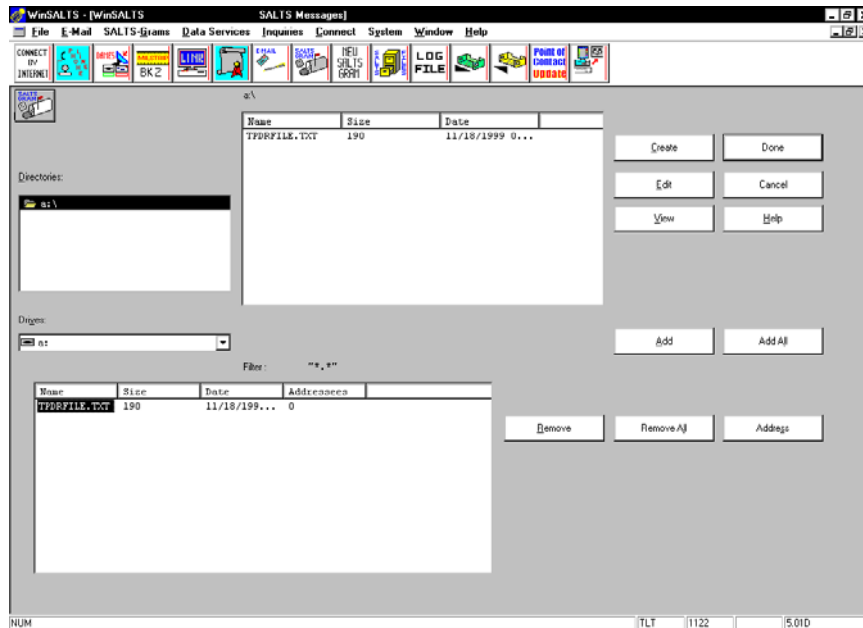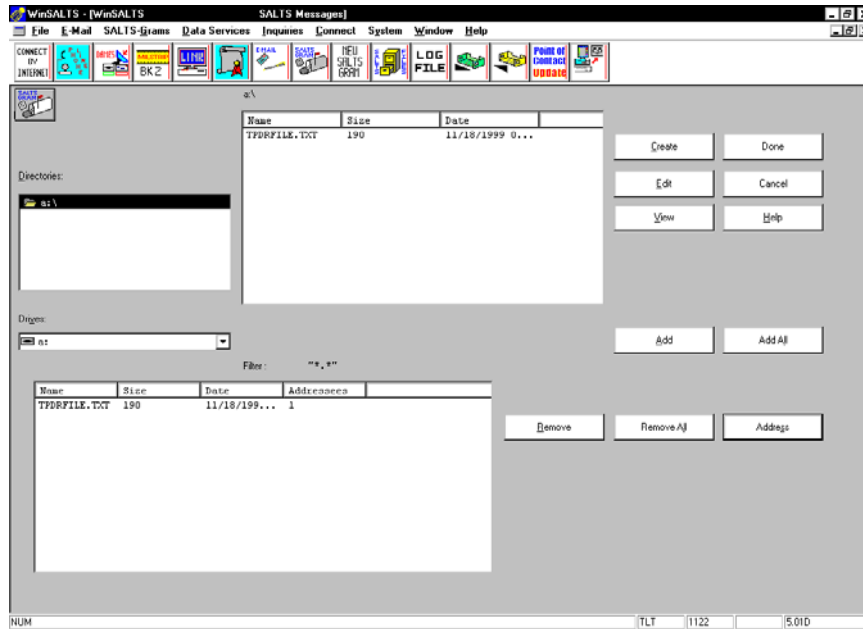


Click the Activity Code button under the Search by box.
Type **NHJ** in the Search by box.  When **NATEC NORTH ISLAND (TPDR)** is highlighted, click the Add button.
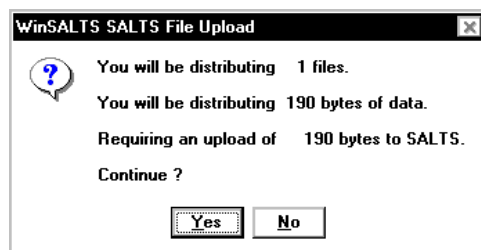Click the Done button.

**Note:  DO NOT select any other NATEC address when sending TPDR files.**
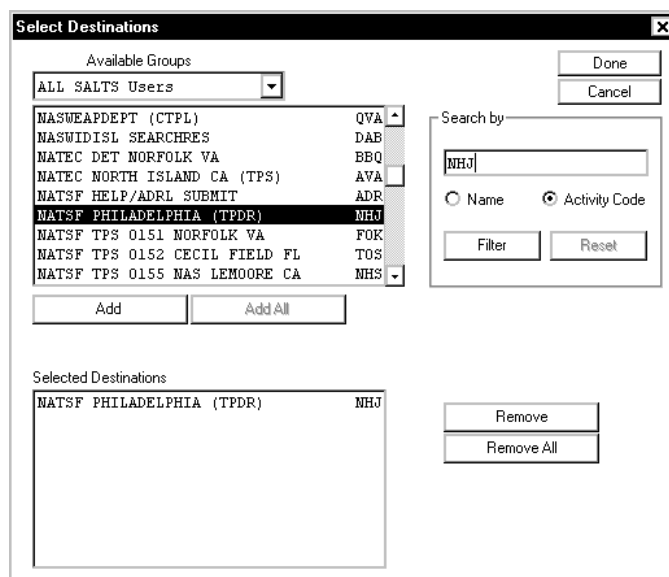
Click the Done button.



Click the Yes button.



(THIS SPACE INTENTIONALLY LEFT BLANK)

## TRANSMITTING THE PREPARED CAT II TPDR FILE ON WINSALTS

Once the TPDR has been prepared for transmission on WinSALTS, it can be transmitted.
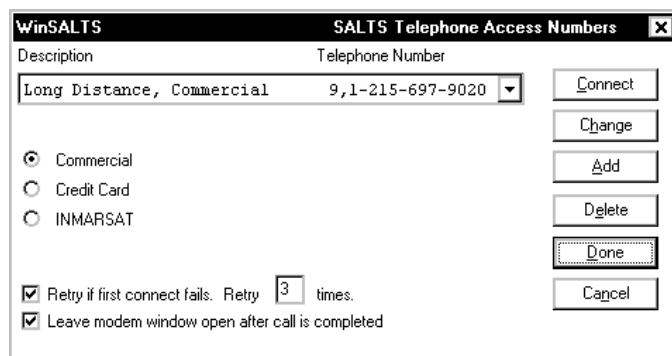
Select Connect.
Depending on your usual method of connecting to SALTS, select either By Internet or By Telephone.



If you select the By Telephone option, the following screen will appear.
Select the modem phone number you wish to use.
Click the Connect button.



**Note: See WinSALTS/32 Operator's Manual, Volume 4 for details of the WinSALTS transmission.**

**RECEIVING TPDR RESPONSES FROM WINSALTS**

Within a few days of transmitting a CAT II TPDR to NATEC NORTH ISLAND (SALTS Code NHJ), you will receive a TPDR response file via SALTS, which is an acknowledgement receipt. This file should be saved to a diskette and processed into the TPL Program.

*Processing the Incoming TPDR Response File in WinSALTS*

TPDR response files are received from NATEC as SALTS Message files.

Highlight the SALTS Message file type.
Click the Process button.
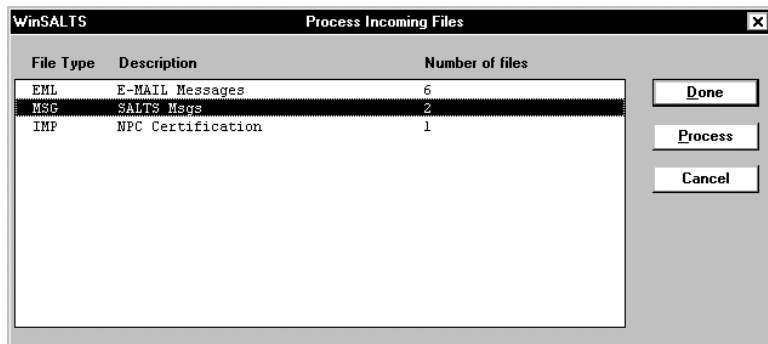


The TPDR response files can be distinguished from other SALTS Message files by their **.LZH** extension. The files are compressed (zipped) and **cannot** be properly viewed here. **Do not delete them!** They must first be saved and then processed into the TPL Program. Save TPDR response files with their **ORIGINAL** file name!
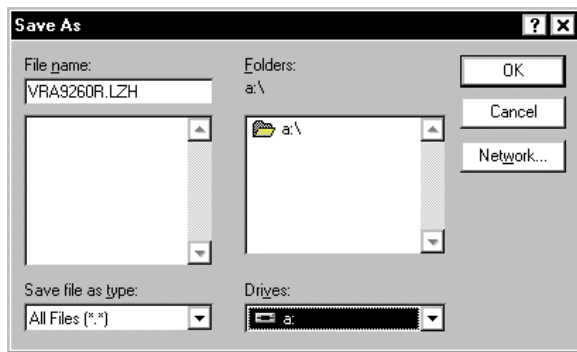
Click the Original Name radio button in the lower left-hand corner of the window.
Click the Save As button.
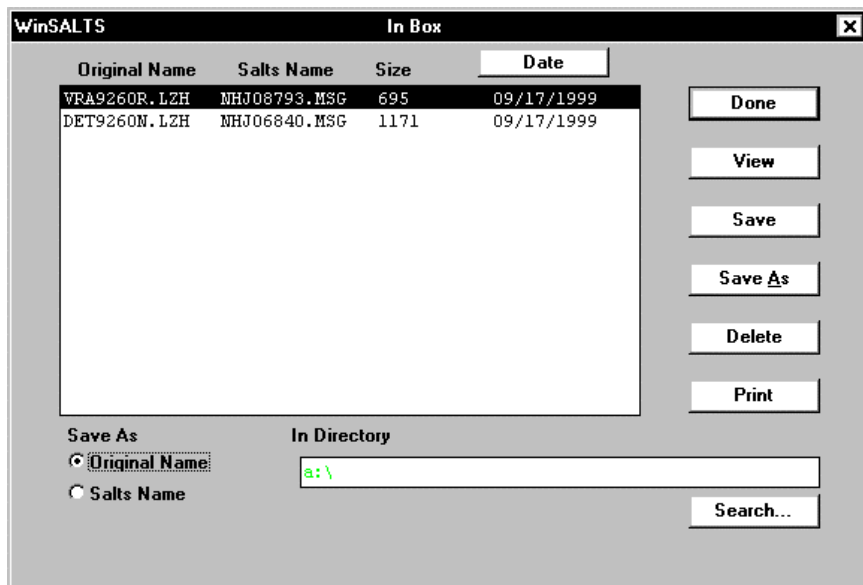
Select the appropriate target drive and folder (directory).
Click the OK button.



**Note:  If you accidentally erase or change the .LZH file name, click the Cancel button and start again.**

## PROCESSING TPDR RESPONSE FILES INTO THE TPL PROGRAM

Now that the TPDR response files have been saved to diskette, they must be processed into the TPL Program.  The TPDR responses are archived database files with a .LZH extension.  Processing the responses into the TPL Program unarchives the file and updates the record in your database with the information in the received database file.

The following is the procedure to process the TPDR response files into the TPL Program:

 a.)  Start the TPLP and go to the Main Menu.

 b.)  Select 1 - VIEW/EDIT.

 c.)  At the bottom of the screen, select TPDR.

 d.)  Select 6 – RECEIVE TPDR RESPONSES.

 e.)  Insert the diskette with the TPDR response files into Drive A of your computer.

 f.)  Enter the Drive and Directory (if applicable) location of the TPDR response files, and press the ENTER key.

## TRANSMISSION OF OTHER TPL FILES ON WINSALTS

Aside from TPDRs, there are two other types of files TPL librarians may sometimes need to transmit on WinSALTS: ADRLs and MILSTRIP.

*Automated Distribution Requirements List (ADRLs)*

ADRLs are prepared and transmitted on WinSALTS/32 much like TPDRs. However, when selecting the file's destination from the SALTS Address List while preparing ADRL files under the "Files to Other SALTS Users" option, **NATEC HELP/ADRL SUBMIT**, with SALTS Code **ADR**, should be selected.

**Note:  DO NOT select any other NATEC address when sending ADRL files.**

Click the Activity Code button under the Search by box.
Type **ADR** in the Search by box. When **NATEC HELP/ADRL SUBMIT** is highlighted, click the Add button.
Click the Done button.

**Creating MILSTRIP Requisitions in the TPL Program**

MILSTRIP requisitions are created in the TPL Program by placing the letter **Z** at the end of the National Stock Number (NSN) of the manual to be ordered.   The following procedure outlines the steps to accomplish this:

  a.) At the TPL Program's Main Menu, select 1 – VIEW/EDIT.
  b.) At the bottom of the screen, select ZORDER.  Answer "Y" to the question of ordering the manual.
  c.) Repeat for each manual to be ordered.
  d.) Return to the TPL Program's Main Menu.  Select T – TOOLBOX.
  e.) Select 2 – MILSTRIP.  Answer "Y" to run the MILSTRIP utility.  At this point, the TPL Program will create MILSTRIP documents for each manual that was earmarked with the letter **Z**.  It will also create tracer documents for those that have been on order for 45+ days.
  f.) Insert a floppy diskette when prompted.  A file will be created on the diskette.  This MILSTRIP file is then transmitted on WinSALTS/32.

**Preparing the MILSTRIP File for Transmission on WinSALTS**

Once on diskette, the MILSTRIP file from the TPL Program is ready for transmission to DAAS on WinSALTS.

**Important Note: The MILSTRIP file should not contain any message headers or trailers (i.e. FROM, TO, SUBJECT LINE, etc.).  It should only contain MILSTRIP data!  It may be necessary for you to edit out any extra non-MILSTRIP lines prior to processing the file further into DAMES.**
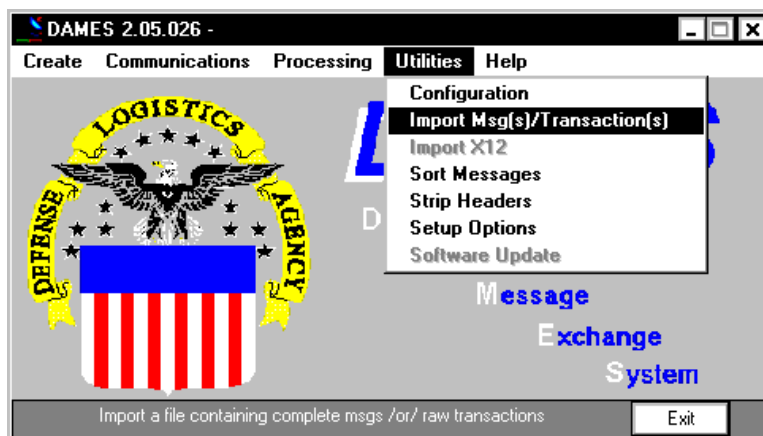
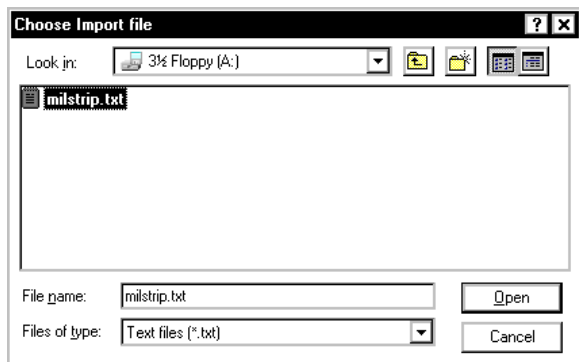Start the WinSALTS/32 program.
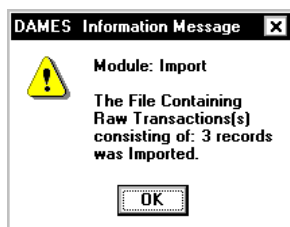Select Data Services
Select DAMES.
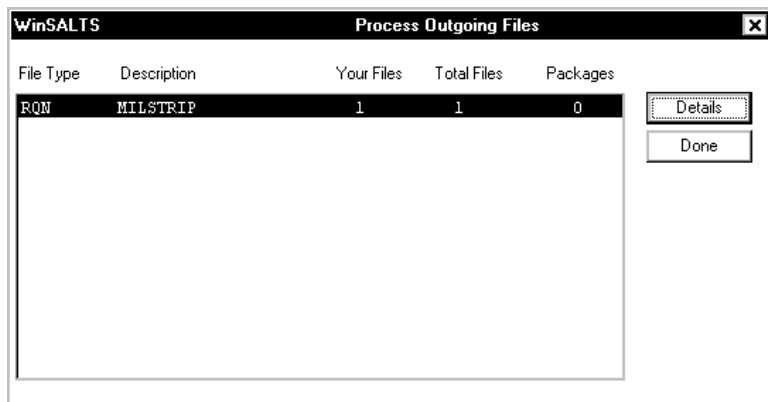In DAMES, select Utilites.
In DAMES, select Inport Msg/Transactions.

Insert the MILSTRIP diskette into the computer's floppy drive.
Select the appropriate drive.
Highlight the MILSTRIP file name.
Click the OK button.

**Choose Import file**

Look in: 3½ Floppy (A:)

milstrip.txt

File name: milstrip.txt     Open
Files of type: Text files (*.txt)     Cancel

Click the OK button to continue.

**DAMES Information Message**

⚠ Module: Import

The File Containing
Raw Transactions(s)
consisting of: 3 records
was Imported.

OK

Click the Exit button to close DAMES and return to WinSALTS/32.
Select Connect.
Select Outgoing Files.

**WinSALTS     Process Outgoing Files**

| File Type | Description | Your Files | Total Files | Packages | |
|-----------|-------------|------------|-------------|----------|---|
| RQN | MILSTRIP | 1 | 1 | 0 | Details |
| | | | | | Done |

Preparation of the MILSTRIP file is complete.   The file will be transmitted once a SALTS connection is initiated. See page 7 of this document or, for complete details of WinSALTS/32 transmissions, refer to *WinSALTS/32 Operator's Manual, Volume 4*.

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